

Non-Profit Organization Bulk-Mail Permits

The basic guidelines for non-profit organizations hoping to apply for authorization for Nonprofit Standard Mail rates is United States Postal Service Publication 417, "Nonprofit Standard Mail Eligibility." As would be expected, you can pick this publication up at your local post office. Another option is to go to the Postal Service web-site at: <http://pe.usps.gov/> where you can download the entire 68-page publication.

Specific guidelines are reviewed in detail in the previously mentioned publication. But in general, for an organization to be eligible for reduced postage rates it must have these characteristics

1. be organized and operated in conformity with its primary nonprofit purpose;
2. the organization is not organized for profit;
3. none of the organization's net income accrues to the benefit of any individual or private stockholder.

There are eight categories of eligible nonprofit organizations that may apply for authorization to mail at the Nonprofit Standard mail rates;

1. agricultural
2. educational
1. fraternal
2. labor
3. philanthropic
4. religious
5. scientific
6. and veterans

A more thorough description of each of these eligible categories is included on pages 4-6 of Publication 417.

Organizations that are ineligible to use Nonprofit Standard Mail rates include; Automobile clubs, business leagues, chambers of commerce, citizens' and civic improvement associations, individuals, mutual insurance associations, service clubs, social and hobby clubs, rural electric cooperatives, and trade associations.

To apply for authorization to mail at the Nonprofit Standard mail rates, an officer of your organization must apply using PS Form 3624, Application to Mail at Nonprofit Standard Mail Rates.

Several supporting documents are required to be submitted with the PS Form 3624:

1. copies of your articles of incorporation, constitution or a charter endorsed by appropriate civil authorities;
2. evidence of your non-profit status, such as a copy of your tax exemption letter from the Internal Revenue Service;
3. list of activities engaged in by your organization during the past twelve months
4. financial statement for the past fiscal year
5. current year budget
6. minutes of meetings and other documents that show how your organization operates.

The completed PS Form 3624 and supporting documents should be taken to the post office where your organization intends to mail.

A typical review process takes about 2 weeks. The Nonprofit Service Center in Memphis, Tennessee is where the application decision is made. If your organization is denied approval, an appeal process is available (described on p. 11 of Publication 417).

Publication 417 has specific guidelines and case studies, which help you, understand the limitations as well as the benefits of Non-Profit Standard Mail Rates.



Missouri Department of Health and Senior Services – CHART
P.O. Box 570
Jefferson City, Missouri 65102-0570
Phone: (573) 751-6412
Fax: (573) 526-7646
Web: <http://www.dhss.state.mo.us/CHART/index.html>